



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-1950

MAR 21 2011

MEMORANDUM FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF  
THE ARMY


SUBJECT: Charter Renewal – Inland Waterways Users Board

The charter for the Inland Waterways Users Board is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the Board's charter. Pursuant to 41 CFR § 102-3.70, my Advisory Committee Management Officer (ACMO) will formally file the Board's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this Federal Advisory Committee, you are responsible for:

- (a) Ensuring that the Inland Waterways Users Board's Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Board fully comply with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that the Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork is processed by the appropriate offices;
- (e) Ensuring that the Board's membership is not unduly or inappropriately influenced by federal employees or any special interest; and
- (f) Monitoring the implementation status of any recommendation adopted by the DoD or the Congress, and ensuring that this information is available for future inquiries.

Your request for representative member designation for certain Board members is being reviewed by my staff. We anticipate having a response to you within 30 days. In the meantime, if you should have any questions, please contact my ACMO, Frank Wilson at 703-601-6100 or his deputy, Jim Freeman at (703) 601-6128.



Michael L. Rhodes  
Director